

Showing data

Sheets

Select **Sheet > Show Sheet** on the Menu bar, or right-click on any sheet tab and select **Show Sheet** in the context menu. Choose which hidden sheets to show from the list on the Show Sheet dialog. If there are no hidden sheets, the **Show Sheet** option will not appear in the context menu and will be grayed on the Menu bar.

Rows and columns

- 1) Select the rows or columns on each side of the hidden row or column.
- 2) Go to **Format** on the Menu bar and select **Rows** or **Columns**. Select **Show** in the menu and the row or column will be displayed and can be printed.
- 3) Alternatively, right-click on a row or column header and select **Show Rows** or **Show Columns** in the context menu.

Cells

- 1) Go to **Tools > Protect Sheet** on the Menu bar, or right-click on the sheet tab and select **Protect Sheet** in the context menu, to open the Protect Sheet dialog (Figure 61).
- 2) Enter the password to unprotect the sheet and click **OK**.
- 3) Go to **Format > Cells** on the Menu bar, right-click and select **Format Cells** in the context menu, or press *Ctrl+1*, to open the Format Cells dialog (Figure 60).
- 4) Click the *Cell Protection* tab and deselect the hide options for the cells. Click **OK**.



Note

When protecting a sheet using the Protect Sheet dialog, you can leave the password fields blank. In this case, the Protect Sheet dialog is not presented at step 1) above and step 2) is not necessary.

Group and outline

If you are continually hiding and showing the same cells, you can create an outline of your data and group rows or columns together so that you can collapse a group to hide it or expand a group to show it using a single click.

The basic controls for grouping and outlining show plus (+) or minus (-) signs on the group indicator to show or hide rows or columns. However, if there are groups nested within each other, the basic controls have numbered buttons so you can hide the different levels of nested groups.

Grouping

To group rows or columns:

- 1) Select the cells you want to group in the spreadsheet.
- 2) Go to **Data > Group and Outline > Group** on the Menu bar, or press the *F12* key.
- 3) In the Group dialog that opens, select either **Rows** or **Columns** and click **OK**. A group indicator appears to the left of any rows grouped or above any columns grouped. Figure 62 shows a group indicator on the left of the first two rows of the spreadsheet showing that they have been grouped.